SNP Memo #2012-13-07

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Catherine Digilio Grimes, MS, RD, LDN, SNS
                Director, School Nutrition Programs

DATE: January 24, 2013

SUBJECT: Direct Certification Continuous Improvement – January Data File

The **January 2013** Direct Certification (DC) data file received from the Department of Social Services is now available in the School Nutrition Program Web-based reporting system (SNPWeb). School divisions are required to download these data files from the SNPWeb system and match the DC data to the school division's student enrollment database using the identifiers indicated in Question #A30 of the SFA Agreement.

Also provided is information regarding the download of the data files for each of the three separate periods, as well as the cumulative file, and information about procedures required to be implemented as a result of the additional DC data matching.

January Data File and Cumulative DC Data

1. The January 1, 2013 data file is available as of the date of this memo.
2. The January data file contains only newly approved SNAP and TANF households since the October file and students who transferred to a new school division (FIPS code) since October.
3. The file can be accessed in SNPWeb--Agreements-- Direct Certification Data Files.
4. Select January in the "As_of_Month" drop box; click "Search" to display January data.
5. The file can be viewed onscreen or downloaded in the same formats as the July data file.
6. Confirmation that the January data file has been downloaded can be viewed in the last column of the report, "As_of_Month." January data files will display January 2013 in this column if the file was downloaded correctly.
7. To download a cumulative DC data file, Select ALL in the "As_of_Month" drop box field and click the "Search" button to display the cumulative data file with all households from the July and January data files.
8. This "ALL" file is not required to be downloaded.
9. School divisions are not required to conduct a second match using the July or October data files and should only download the "ALL" file for information purposes, if desired.

Direct Certification Eligibility Procedure Updates

1. Conduct data matching using the DC file updates in the same manner as previously used in July and October.
2. Update student eligibility to free DC if the student is matched with the new file.
3. Students previously determined as free, reduced price, or denied by application and students not previously eligible must be updated to free DC status if they are matched in the January DC update file.
4. Extend free DC eligibility to other students in the household.
5. Notify households of the free eligibility of students matched with the new DC data. Household notification is not required for students who were previously determined to be free eligible in the current school year and were previously notified.
6. The status of students previously determined to be free DC using earlier DC data files in the same school year does not change with subsequent DC files. DC eligibility is year-long as is any other type of eligibility determination.

Additional information about direct certification can be found in the USDA *Eligibility Manual for School Meals*, revised August 2012, Part 6: Direct Certification, pages 51-55, at http://www.fns.usda.gov/cnd/Guidance/EliMan.pdf .

Questions regarding the DC data file and these procedures should be directed to the SNP staff member assigned as the point of contact for the division or to the Office of School Nutrition Programs staff at (804) 225-2074.

CDG/idl